

**City of Redmond, Washington**  
**Purchasing Division, M/S: 3SFN**  
**15670 NE 85<sup>th</sup> Street**  
**PO Box 97010**  
**Redmond, WA 98073-9710**

**Request for Proposal**

***The City of Redmond is interested in seeking proposals from qualified technology consultants to assist the Redmond Fire Department by providing services as an internal Technical Project Coordinator. This is not a City position.***

**RFP 10210-10/MWS**

---

The City of Redmond, Washington requests interested parties to submit proposals for the above referenced Request for Proposal.

**Scope of Work - Overview**

The City of Redmond Information Services (IS) Department seeks a qualified technology consultant to assist Redmond Fire Department by becoming the internal Technology Project Coordinator for the NORCOM project as described in the Scope of Work, Attachment B. The successful candidate will have a strong Public Safety systems project management and implementation background, including demonstrated knowledge of business processes contained in RMS (Records Management) and CAD (Computer Aided Dispatch) applications software. The consultant will also have a strong background in vehicle rugged mobile hardware including requirements assessment, comprehensive planning, cost evaluation, procurement and deployment, including wireless communications. The consultant will have a working knowledge of AVL (automatic vehicle location) technology, GPS (Global Positioning Systems) and GIS (Geographical Information System mapping as it integrates with CAD. The ideal candidate will also have knowledge of King County EMS's SEND (Systemwide Enhanced Network Design) project as it will follow closely after the RMS implementation, and the decisions made for NORCOM mobile hardware should also be applicable for SEND.

**Term:**

The term of this work is estimated to run through March 2011. The City of Redmond reserves the right to extend the term of any awarded contract for an additional period as necessary.

**Due Date/Time**

**3:00 PM (local time) on Thursday, April 15, 2010.** The City of Redmond – Purchasing Division must receive proposals no later than said date and time. Proposals received after such time will be returned unopened. Responses may be mailed or hand delivered to the City of Redmond, Purchasing Division, MS: 3SFN, 15670 NE 85<sup>th</sup> Street, PO Box 97010, Redmond, WA 98073-9710, fax: 425-556-2185.

**Response Requirements & Format**

All costs for developing proposals in response to this RFP are the obligation of the Consultant and are not chargeable to the City. All proposals and accompanying documentation will become property of the City and will not be returned. Proposals may be withdrawn at any time prior to the published close date, provided notification is received in writing to the below listed City agent. Proposals cannot be withdrawn after the published close date.

**Proposal Documents:**

This solicitation incorporates the following documents:

Attachment A, Proposal Pricing Submittal Sheet

Attachment B, Scope of Work

Attachment C, City Consulting Services Agreement

**Response Requirements:**

1. Executive Summary & Project Approach - Summarize your firm's qualifications and special expertise in performing the type of services identified in the City's scope of work. Provide a description of your understanding of the scope and describe the approach to be used on this project. Pricing Methodology - Provide consultant's fully burdened hourly billing rate. Any expenses that are to be included as part of your proposal must be listed as a separate line item (lump sum amount is acceptable) and must include both the total anticipated expenses to be claimed and nature of the expenses (such as: office supplies, lodging, meals, etc)
2. Qualifications & Experience. Include a resume (or summary biographies) of key staff to be assigned to perform this work. Include any experience specifically related to this work, as well as project management and experience in systems and technology listed in this scope of work.
3. A list of references (including contact name and telephone number) of at least three (3) completed or current projects within the last five years of this size and nature. The City reserves the right to contact references without prior notification.
4. A statement of the available start date.
5. Proposals must be made in the official name of the firm or individual under which business is conducted (showing official business address) and must be signed by a person duly authorized to legally bind the person, partnership, company or corporation submitting the proposal. A corporation must indicate place and date of incorporation.
6. The City requires three (3) printed response copies, unbound, and not exceeding a total of 2 pages (please double side your pages) in length/content as identified above. Company sales literature and project staff resumes may be attached to the response as an Appendix and do not apply against page count. In keeping with the City's environmental sustainability efforts, do not bind your proposal, nor include binders, report covers or unrequested indexing/divider pages. Use of recycled content paper is preferred.
7. A statement to the effect that respondent understands and agrees to obtain a City of Redmond business license as a requirement for performing these services. A city business license application can be found at:  
<http://www.redmond.gov/insidecityhall/finance/buslicense/applt.asp>
8. A statement indicating the number of calendar days the proposal shall be valid for (the City's minimum number of days is 60). The City reserves the right to extend an additional 90 days if necessary.

**Cooperative Purchase Language:**

The City of Redmond has entered into intergovernmental (Interlocal) purchasing agreements pursuant to RCW 39.34 with other Washington agencies under which either party may make purchases at the other party's accepted bid price. By submitting an offer, the Contractor agrees to make the same bid terms and price, exclusive of freight, available to other Washington governmental agencies. Only those public agencies that have complied with the requirements

outlined in RCW 39.34 are eligible to use this contract. Further, the public agency accepts responsibility for compliance with any additional or varying laws and regulations governing purchase by or on behalf of the public agency in question. A purchase by a public agency shall be affected by a purchase order from the public agency, directed to the Contractor or other party contracting to furnish goods or services to the City of Redmond. The City of Redmond will not accept responsibility for purchase orders issued by other public agencies.

This offer of cooperative purchasing shall be extended by the Contractor to cover the city's contract duration (for any subsequent purchase agreements/contracts resulting from this RFP) or 30 days post award (for one time purchases).

### **Selection & Award**

All interested individuals are requested to provide a response containing all required elements herein to the City of Redmond at the stated address by the deadline given.

The City intends to enter into an agreement with the Consultant who provides a proposal that, in the opinion of the City, best meets all of the below listed evaluation criteria (receives the highest score) as determined by the City's selection committee. The intent of this process is to select the consultant deemed most qualified to provide the best comprehensive plan for a successful software implementation and the best deployment of mobile hardware.

<b>Evaluation Criteria</b>	<b>Weight</b>
<u>Proposed Fees/Costs:</u> Provide fully burdened hourly billing rate and expenses (separately as a lump sum).	30 Pts
<u>Project Approach &amp; Understanding:</u> Methodology to provide project coordination, assessment of software project and hardware requirements, assessment and planning (Phase 1) and completing project Phase 2; implementation of plan.	30 pts
<u>Qualifications and Experience:</u> Company expertise & demonstration of ability to successfully provide project coordination, technical assistance and implementation services.	30 pts
<u>Availability:</u> Available start date	10 pts
<b>Total</b>	100pts

Upon selection of a Consultant, the City intends to enter into an agreement using its standard, Consulting Services Agreement which shall be used to secure these services. A copy of this document is attached, as Attachment C, and shall be incorporated into this RFP by this reference.

The City of Redmond reserves the right to reject any or all proposals, and to waive any irregularities or information in the evaluation process. The final decision is the sole decision of the City of Redmond, and the respondents to this formal request have no appeal rights or procedures guaranteed to them.

**Questions/Inquiries**

Please direct any questions concerning this Request for Proposal, the City's requirements or its evaluation process to the agent listed below. No other City official or employee is empowered to speak for the City with respect to this acquisition. Any information obtained from any other source shall not be binding and may disqualify your proposal.

Mason Skinner  
Purchasing Agent  
Office: (425) 556-2184  
Fax: (425) 556-2185  
[mwskinner@redmond.gov](mailto:mwskinner@redmond.gov)